



Code: 1431

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Planning

CLASS TITLE: SENIOR POLICY ANALYST

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs research program policy and intergovernmental legislation options and offers strategic in-sight on matters affecting targeted populations serviced through city departmental programs, and develop grant proposals to obtain the funding for the programs, and performs related duties as required

ESSENTIAL DUTIES

- Directs the research, development, and implementation of departments legislative agenda affecting targeted group populations for the City of Chicago
- Participates in the formulation of policy and assists in managing policy and research activities related departmental projects and initiatives
- Directs research, planning and feasibility studies while analyzing and interpreting impact statements, economic and social and changing trends affecting departmental programs
- Identifies and solicits potential funding sources for city programs
- Oversees the preparation of grant proposals to obtain federal, state, and other grants and creates criteria to evaluate delegate agency funding proposals
- Reviews and monitors departmental compliance with government performance standards and with changing legislation to ensure continued funding for departmental programs
- Analyzes legislation and prepares legislative summaries to keep management abreast of new legislation and trends affecting targeted group populations
- Coordinates and serves on various inter-agency committees, task forces, commissioners and working groups to ensure program policies are appropriately implemented

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, plus three years are in a supervisory role related to the planning, implementing and analyzing legislation/policy for programs affecting targeted groups and/or grant preparation experience, or an equivalent combination of training and experience is required

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- federal and state legislation and its impact on targeted group populations
- legislative analysis experience and policy formation practices
- grant management and administration principles and practices

Considerable knowledge of:

- *public administration principles and practices
- *project management methods, practices, and procedures
- *report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- **PERSISTENCE** - Persist in the face of obstacles on the job
- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2011